



STANDARD OPERATING PROCEDURE ANNUAL REGISTRATION USING COGNITO FORMS (TREASURERS ONLY)

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I. PURPOSE

This Standard Operating Procedures (SOP) provides guidelines on paying annual registration fees to United National using the Cognito form.

II. OBJECTIVE

To establish protocols for paying annual registration fees to United National.

III. ROLES AND RESPONSIBILITIES

Treasurers

- Pay annual registration dues according to United National Constitution & Bylaws.
- United National has gone green (paperless). To make the annual registration fee payment use United National Cognito form.

IV. PROCEDURE

Annual Registration payments can be made by using the steps below:

Step 1 – Go to www.unmasons.com.

Step 2 – Click the tab labeled “Members Only Page”.

Step 3 – Enter the Password. If you do not know the password, ask your Worshipful Master, Worthy Matron or Appointed State Deputy.

Step 4 – Click the tab labeled “Annual Registration”.

Step 5 – Fill in the Blanks with your Grand Lodge, Grand Chapter, Subordinate Lodge or Subordinate Chapter information (Lodge/Chapter Name, Email, Phone, State). *Note: Secretaries- use your lodge/chapter email.*

Step 6 – Under “Registration Fees”, Select which registration fee you are paying for.

Step 7 – If you wish to make an additional payment amount for any outstanding balances owed, use the “Make A Payment” section to enter the additional payment amount.

Step 8 – Click Submit to complete your payment.

V. TERMINOLOGY, ABBREVIATIONS and/or DEFINITIONS

VI. REFERENCES

Standard Operating Procedure (SOP) Manual, UN-SOP-06

United National Constitution & Bylaws- ARTICLE IV - FEES, DUES, ASSESSMENTS, FINES

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